



Republic of the Philippines  
Department of Education  
Region VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF BOHOL

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January 4, 2021

DIVISION MEMORANDUM  
No. 004 s. 2021

**GUIDELINES ON THE REGISTRATION OF TEACHERS AND SCHOOL  
LEADERS FOR NEAP-RECOGNIZED PROFESSIONAL  
DEVELOPMENT PROGRAMS AND COURSES**

TO: ASDSs  
OIC-Chief CID  
Chief SGOD  
Public Schools District Supervisors (PSDSs)/ACTING PSDSs  
Elementary and Secondary School Heads  
Non-teaching Personnel  
ALL OTHERS CONCERNED

1. Attached is Regional Memorandum No. 0670, s. 2020 dated December 27, 2020 entitled "**GUIDELINES ON THE REGISTRATION OF TEACHERS AND SCHOOL LEADERS FOR NEAP-RECOGNIZED PROFESSIONAL DEVELOPMENT PROGRAMS AND COURSES**", contents of which are self-explanatory for the information and guidance of all concerned.
2. Those who are interested can access or fill-out the list of participants in the google sheets <https://tinyurl.com/NEAP-PDP>.
3. For details, refer to the attached communication.
4. Immediate dissemination of this Memorandum is desired.

  
**BIANITO A. DAGATAN EdD, CESO V**  
Schools Division Superintendent





Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS

Office of the Regional Director

DEC 27 2020

REGIONAL MEMORANDUM  
No. **0670**, s. 2020

**GUIDELINES ON THE REGISTRATION OF TEACHERS AND SCHOOL LEADERS  
FOR NEAP-RECOGNIZED PROFESSIONAL DEVELOPMENT PROGRAMS  
AND COURSES**

To: SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

1. With reference to DepEd Order No. 082, s. 2020 dated December 21, 2020 entitled **Guidelines on the Registration of Teachers and School Leaders for NEAP-Recognized Professional Development Programs and Courses**, this Office enjoins all Schools Division Offices to submit the List of Qualified Public School Teachers and School Leaders (Enclosure C) to HRDD/NEAP RO7 on or before December 26, 2020 following the number of allocated slots per Region or per SDO.
2. This guidelines forms part of the strategic program for the upskilling and reskilling of public school teachers and school leaders by giving them access to a wide range of NEAP-recognized professional development programs and courses that are integrated, aligned to the Philippine Professional Standards for Teachers (PPST), and supportive of their career progression.
3. HRDS SEPS are directed to fill-out the list of participants in the google sheets <https://tinyurl.com/NEAP-PDP>.
4. The Regional Office will screen the participants for the Customized Diploma Program for Non-Specialists Phase 1 (Masteral and Doctorate) courses/programs. SDOs are encouraged to submit one (1) entry per specialization mentioned in the Enclosure 1, on December 26, 2020.
5. For details, refer to the attached communication.
6. For technical assistance, please contact the HRDD office at telephone number (032) 412 7324 and look for Victor V. Yntig, Chief, HRDD/NEAP RO7 Focal Person or Dr. Rosa H. Cabotaje, at 09451499577.
7. For guidance and compliance.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**

Director III

OIC- Office of the Regional Director

STJ/CAE/HRDD/VVY/RHC



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Republic of the Philippines  
Department of Education

21 DEC 2020

DepEd MEMORANDUM  
No. **082** s. 2020

**GUIDELINES ON THE REGISTRATION OF TEACHERS AND SCHOOL LEADERS  
FOR NEAP-RECOGNIZED PROFESSIONAL DEVELOPMENT  
PROGRAMS AND COURSES**

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher, and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. In keeping with its commitment to giving full support to the in-service professional development of teachers and school leaders to ensure quality basic education for all, the Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP), issues the **Guidelines on the Registration of Teachers and School Leaders for NEAP-Recognized Professional Development Programs and Courses**.
2. This set of guidelines forms part of the strategic program for the upskilling and reskilling of public school teachers and school leaders by giving them access to a wide range of NEAP-recognized professional development programs and courses that are integrated, aligned to the Philippine Professional Standards for Teachers (PPST), and supportive of their career progression.
3. For the first round of offered professional development programs and courses, regional offices (ROs) are enjoined to submit the List of Qualified Public School Teachers and School Leaders (Enclosure C) to NEAP **on or before December 27, 2020** following the number of allocated slots per Region or per SDO.
4. Subsequent to the issuance of this set of guidelines, NEAP shall regularly issue calls for registration to programs and courses as they are recognized by NEAP.
5. For more information, please contact the **National Educators Academy of the Philippines-Professional Development Division**, Department of Education at DepEd Central Office, Room M-213-A, Second Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City through email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or at telefax number (02) 8633-9455.
6. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encls.:  
As stated



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References:

DepEd Order No. 1, s. 2020  
DepEd Memorandum No. 050, s. 2020

To be indicated in the Perpetual Index  
under the following subjects:

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES  
OFFICIALS  
POLICY  
PROGRAMS  
RULES AND REGULATIONS  
SCHOOLS  
TEACHERS

JDMC/SMMA/APA/MPC DM Guidelines on the Registration of Teachers and School Leaders to...  
0299 – December 17, 2020

**GUIDELINES ON THE REGISTRATION OF TEACHERS AND SCHOOL LEADERS  
FOR NEAP-RECOGNIZED PROFESSIONAL DEVELOPMENT PROGRAMS  
AND COURSES**

**I. RATIONALE**

1. Article XIV, Section 5, Paragraph 4 of the 1987 Philippine Constitution highlights the policy of the state to ensure that the right of teachers to professional development is protected, viz:

*“Section 5. The State shall enhance the right of teachers to professional advancement. x x x.”*

2. Promoting the professional development and advancement of teachers will be key to decisively addressing the challenge of quality of education in the country. A strategic and systematic professional development program will develop greater pride among teachers, rejuvenate their motivation, foster innovative instruction, and inspire better engagement with learners in the classroom.

3. The Department of Education (DepEd) has undertaken the streamlining of the professional development of its teachers by making training activities programmatic and accountable, effectively linking professional development with career progression and generating efficient use of resources through the organizational and program transformation of the National Educators Academy of the Philippines (NEAP) under DepEd Order (DO) No. 011, s. 2019, titled, **Implementation of the NEAP Transformation**.

4. To ensure that all programs and courses are aligned and integrated in the wider NEAP Professional Development Framework, a recognition process was put in place through the issuance of DO 001, s. 2020, titled **Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders**. These guidelines stipulate the requirements and the processes of recognition of programs and courses offered by NEAP, other DepEd offices and units, and non-DepEd entities.

5. With respect to programs and courses offered by non-DepEd entities, Section 19 of the Special Provisions of the DepEd budget under the Fiscal Year 2020 General Appropriations Act provides that *“x x x DepEd shall work closely with teacher training institutions in the SUCs such as the University of the Philippines, Philippine Normal University, Development Academy of the Philippines, and other institutions of similarly high repute, including private institutions x x x subject to pertinent DepEd policies, rules and guidelines, as well as relevant issuances in engaging partners and learning service providers.”*

6. To ensure that public school teachers and school leaders are provided with appropriate learning and development interventions, this set of guidelines establishes the registration process of teachers and school leaders for NEAP-recognized professional development programs and courses delivered by NEAP, other DepEd units, and all authorized Learning Service Providers (LSPs).

7. The registration of public school teachers and school leaders in NEAP-recognized professional development programs and courses and their completion shall from hereon form part of the professional development record of every teacher and school leader throughout their tenure in the Department of Education.



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## II. SCOPE AND COVERAGE

8. These guidelines shall cover the requirements, process, and other mechanisms for the registration of all public school teachers and school leaders in professional development programs and courses recognized by the NEAP-Central Office and delivered by NEAP, other DepEd units, and authorized Learning Service Providers (LSPs). Similar guidelines shall be issued covering registration in programs and courses recognized at the level of NEAP in the regions.

9. A first round of recognized professional development programs or courses offered for registration is enclosed (Enclosure A). Subsequent to the issuance of this set of guidelines, NEAP shall regularly issue calls for registration for offered programs and courses.

## III. DEFINITION OF TERMS

10. For the purpose of these guidelines, the following terms are defined as follows:

- a. **Authorized Learning Service Providers (LSP)** are non-DepEd providers that have been awarded formal, fixed-term Authorization by NEAP to provide professional development to teachers and/or school leaders within DepEd under DO No. 001, s. 2020.
- b. **DepEd Service Providers (DSP)** are DepEd Central Office bureaus, services or units, DepEd Regional Offices or DepEd Schools Division Offices that have been awarded formal, fixed-term Authorization by NEAP to provide professional development to teachers and/or school leaders within DepEd.
- c. **NEAP-recognized professional development programs and/or courses** are programs and courses offered by DSPs and LSPs that have undergone the quality assurance process intended to uphold the learning and development standards in the development and delivery of professional development programs and courses provided to DepEd teachers and school leaders through an evaluation mechanism under DO No. 001, s. 2020.
- d. **Professional Development (PD) Credit Units** are the credit units earned by teachers and school leaders after successfully completing a NEAP-recognized professional development program or course.
- e. **School Leaders** are Head Teachers, Department Heads, Principals and Assistant Principals, School District Supervisors, Education Program Supervisors, Chief Education Supervisors at the Schools Division and Regional Offices, Schools Division Superintendents, Assistant Schools Division Superintendents, Regional Directors and Assistant Regional Directors. These officials perform managerial and supervisory roles in their respective levels of governance (See DO No. 001, s. 2020).
- f. **Teachers** are regular or permanent personnel in schools and learning centers who are “engaged in the classroom teaching of any subject, including practical / vocational arts, at the elementary and secondary levels of instruction” (See Section 2, Paragraph A, RA No. 7784).



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#### IV. POLICY STATEMENT

11. The Department of Education is committed to the professional development of its teachers and school leaders, pursuant to Article XIV, Section 5, Paragraph 4 of the 1987 Philippine Constitution providing that the state shall enhance the right of teachers to professional advancement, and as a key program towards decisively addressing the challenge of quality of basic education in the country. Hence, the participation of the public school teachers and school leaders in NEAP-recognized professional development programs must be adequately supported and prioritized.

12. It shall be the policy of these Guidelines to:

- a. Ensure that the public school teachers and school leaders are afforded with a wide range of programs and courses that are NEAP-recognized, aligned to the PPST, and consistent with the NEAP Professional Development Framework;
- b. Guarantee that the programs and courses are provided with the appropriate PD credit units; and,
- c. Provide a mechanism that shall capture and register the progress of each public school teacher and school leader in the professional development programs and courses that they have taken, in order to document their proficiencies as well as identify gaps, and in view of the career progression policy that shall be formally adopted later on by the Bureau of Human Resource and Organizational Development (BHROD).

#### V. PROCEDURE

13. Eligibility

- a. As a general eligibility for registration in NEAP-recognized professional development programs and courses, Public school teachers and school leaders must:
  - i. be holding a permanent item;
  - ii. have no pending administrative, civil or criminal case;
  - iii. have not been found guilty of any violation involving moral turpitude, corruption or fraud;
  - iv. be willing to sign and commit to the provisions of the NEAP-Recognized Professional Development Contract; and,
  - v. be willing to prepare and undertake the conduct of a NEAP-PDP Action Plan (AP).
- b. Specific eligibilities shall be provided in the recognized programs or courses, which may include appropriate teaching position or career stage, grade level assignments, subject specialization, and completed prerequisites.

14. Classification of Offered Programs or Courses

- a. For purposes of registration, NEAP-recognized professional development programs and courses are classified as follows:
  - i. By Service Provider



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NEAP-recognized professional development programs and courses may be offered by **DepEd Service Providers (DSP)** which may be bureaus, services or units in the DepEd Central Office or by the DepEd Regional Offices, the Schools Division Offices, or any office unit therein.

Programs and courses may likewise be offered by **Learning Service Providers (LSP)** which are non-DepEd entities that are authorized providers with recognized programs and courses in accordance with the provisions of DO No. 001, s. 2020.

ii. Free or With Registration or Enrolment Fee

A program or course may be offered for free, or may charge reasonable registration or enrollment fees as approved by NEAP.

For programs or courses that charge reasonable registration or enrollment fees, the NEAP shall indicate whether it will pay for the said fees on behalf of and as direct benefit to the teachers or school leaders, or are optionally available for registration at the personal expense of the teacher or school leader.

iii. As to Number of Available Slots

NEAP-recognized professional development programs and courses will indicate how many slots are available for registration.

iv. As to Duration of the Program or Course

NEAP-recognized professional development programs and courses are categorized as Short-Term program or course, which would run for less than three (3) months, or as a Long Term program or course, which would run for more than three months.

15. Application

a. General rule

- i. The public school teacher or school leader shall review the list of NEAP-recognized professional development programs and courses and selects which course best to register or enroll in considering his/her career stage, key stage and learning area taught, the identified professional development needs, and eligibility for any specific qualifications based on the nature, design, and target of the program or course being offered (Enclosure A).
- ii. The public school teachers and school leaders shall submit their intent to register for a NEAP-recognized professional development program or course to the Schools Division Office (SDO).



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courses (Enclosure E), and issue the confirmation of the registration of the public school teachers and school leaders (Enclosure F).

19. Implementation

- a. NEAP CO will coordinate with the Regional Offices and the DSP or LSP the appropriate scheduling for the conduct of the program or course.
- b. Upon completion of the program or course, the DSP or LSP shall submit the final rating of all public school teachers and school leaders who attended their program or course (Enclosure G).

20. Updating of the Professional Development (PD) Record

- a. NEAP-CO shall enter into the individual professional development record of teachers and school leaders the credit units earned and shall ensure that the said records are maintained and updated. The professional development record of teachers shall serve as the basis for validation and issuance of certification when requested by appropriate parties.
- b. There shall be designated an interim Registrar within NEAP to serve as the official recorder and keeper of the in-service professional development records of all teachers and school leaders. The Registrar's functions include the verification and certification of enrollment and records of completed NEAP-recognized professional development programs and courses of teachers and school leaders. NEAP shall include the eventual creation of a Registrar's Office as part of its ongoing organizational transformation.

## VI. DUTIES AND RESPONSIBILITIES

21. To ensure the proper implementation of these Guidelines, the following DepEd offices are expected to fulfill the following roles and responsibilities:

- a. DepEd Central Office, through the National Educators Academy of the Philippines:
  - i. Provide a complete list of NEAP-Recognized Professional Development Programs and Courses (Enclosure H) indicating the target date of implementation
  - ii. Approve the list of registered public school teachers and school leaders submitted by the ROs
  - iii. Provide the DSPs and LSPs with a list of teachers and school leaders who will be attending a specific program or course
  - iv. Provide a confirmation of registration to the teachers and school leaders
  - v. Facilitate the payment of the LSPs for the paid registration or enrollment of teachers and school leaders shouldered by NEAP as a direct professional development benefit to the teachers and school leaders



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- vi. Utilize all quality-assured and promising NEAP-PDP Action Plans in crafting future PD programs and courses
  - vii. Establish and maintain a system that will record and monitor the progress of public school teachers in view of the career progression policy
- b. DepEd Regional Offices:
- i. Approve and submit to NEAP, the list of teachers and school leaders submitted by the SDOs
  - ii. Conduct a selection process as needed of applicant teachers or school leaders to the programs or courses currently offered by NEAP and open for registration or enrollment
  - iii. Inform the teachers and school leaders of their acceptance to the program or course
  - iv. Monitor the implementation of the NEAP-PDP Action Plan and share promising practices with the different schools and SDOs
- c. DepEd Schools Division Offices:
- i. Prepare a list of teachers and school leaders who will attend the NEAP-recognized professional development programs or courses following the allocation per SDO (Enclosure I)
  - ii. Ensure that the teachers and school leaders are able to attend the program or course
  - iii. Provide technical assistance to the teachers and school leaders in the implementation of their Action Plans
- d. Public School Teachers and School Leaders:
- i. Enroll in their chosen program or course
  - ii. Sign the NEAP-PDP Contract (Enclosure J)
  - iii. Attend the program or course
  - iv. Submit all program or course requirements
  - v. Receive a passing grade or satisfactory rating in the course/program enrolled in
  - vi. Prepare, submit and implement a NEAP-PDP Action Plan (Enclosure K)
- e. DepEd Service Providers and Learning Service Providers:
- i. Confirm the list of registered public school teachers and school leaders
  - ii. Conduct the programs and/or courses assigned to them
  - iii. Provide a complete list of program and course recipients with their corresponding final ratings

